



# *City of Gloucester*

## *City Council*

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930  
Telephone 978-281-9722 Fax 978- 282-3051

CITY COUNCIL  
AND  
CITY COUNCIL STANDING COMMITTEE  
**Ordinance & Administration**  
**Monday, February 2, 2009 – 7:00 PM**  
**Council Conference Room (First Floor) City Hall**

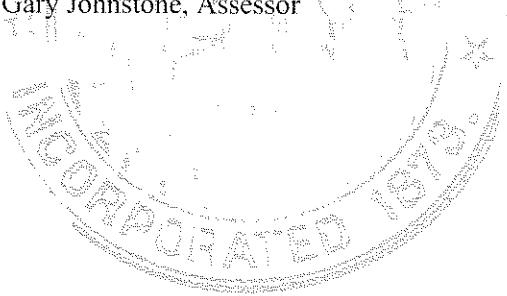
**1. Appointments:**

**a. One year appointments – TTE 2/14/10**

- i. Jim Duggan, Chief Administrative Officer
- ii. Donna Compton, Purchasing Agent
- iii. Suzanne Egan, General Counsel
- iv. Jeffrey Towne, Chief Financial Officer
- v. David J. Bain, Jr., Personnel Director
- vi. Bill Sanborn, Building Inspector

**b. Three year appointments – TTE 2/14/12**

- i. Jim Caulkett, Harbormaster
- ii. Gary Johnstone, Assessor



**COMMITTEE**

**Councilor John "Gus" Foote, Chair**  
**Councilor Sefatia A. Romeo, Vice Chair**  
**Councilor Bruce Tobey**

C: Mayor  
Jim Duggan  
Donna Compton  
Suzanne Egan  
Jeff Towne  
David Bain  
Bill Sanborn  
Jim Caulkett  
Gary Johnstone

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Administrative Assistant to the Mayor  
(Chief Administrative Officer)

**Supervisor:** Mayor

**Grade:** M9 (\$66,523.14 -\$86,045.48)

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to 15 Department Heads and 1 clerical staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel.

**Responsibilities:** As the Chief Administrative Officer of the City, responsible for the development and support of the City's management team and the day to day operations and delivery of service throughout City government. Responsibilities include the development of City policies and programs, the provision of constituent services and the bridging of communications with the City Council, School Department, various volunteer boards and other agencies. Also assumes responsibility as Chief Budget Officer.

### **Duties:**

- ♦ Coordinates and supervises the services provided by all City departments and agencies.
- ♦ Conducts a continuing study of the work performed by all City agencies; develops and implements management policies based on this analysis.
- ♦ Prepares programs and ordinance revisions affecting the management of the City in accordance with applicable federal regulations, Mass. General Laws and the City Charter.
- ♦ In the absence of the Mayor, may serve as Acting Mayor, except as specified by City Charter. Performs all mayoral functions except those specified by City Charter (the power to veto measures adopted by the City Council; the power to appoint or remove City officers, Department Heads or members of boards or commissions).
- ♦ Serves as Mayor's point person for communicating, conducting business and negotiating with individual City Councilors or the Council as a whole. Represents the Mayor at all City Council meetings and selected subcommittee meetings.
- ♦ Responsible for the day-to-day administration of the personnel ordinance, personnel regulations and all collective bargaining agreements, other than those entered into by or in behalf of the School Committee.

- ♦ Installs and maintains a centralized purchasing system covering all City agencies.
- ♦ Resolves constituent issues/concerns through direct communications, referrals, meetings, etc.
- ♦ Assumes primary responsibility for the preparation of the City's annual budget (approximately \$71 million); administers operating budget throughout the year.
- ♦ Assists in the development of Capital Improvement budgets, including researching funding sources.
- ♦ Installs and maintains financial management and record-keeping systems.
- ♦ Administers all collective bargaining agreements, other than those entered into by or on behalf of the School Committee. Participates in union negotiations.
- ♦ Produces reports as necessary, i.e., the *City of Gloucester Annual Report*, after reviewing and editing department submissions.
- ♦ Performs any other duties or responsibilities as assigned by the Mayor.

**Qualifications:**

- ♦ Master's degree in Public Administration, Political Science, Business Administration or related field with five years relevant municipal management experience
- OR
- ♦ Bachelor's degree with ten years municipal senior management experience.
  - ♦ Excellent leadership, communication, conflict-resolution and computer skills required.
  - ♦ Demonstrated skills in budgeting and financial management.
  - ♦ Experience with LOTUS 1-2-3 required.
  - ♦ Ability to set priorities and work independently.
  - ♦ Ability to develop and support a high performance, effective management team, including linking City and School Department staff.

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Purchasing Agent

**Supervisor:** Chief Financial Officer

**Grade:** M8

**Civil Service:** Exempt

**Union:** Exempt

**Responsibilities:** Responsible for developing and maintaining a centralized purchasing program for the City, including the development and implementation of purchasing procedures, standards, and policies within the scope of existing law and regulations.

### **Duties:**

- ♦ Establishes and monitors purchasing procedures for City Departments.
- ♦ Oversees bidding process for City contracting of services.
- ♦ Negotiates contracts with vendors as a result of bidding process.
- ♦ Oversees quantity purchasing of City supplies and equipment.
- ♦ Supervises purchasing support staff.
- ♦ Fulfills City, state, and other reporting requirements as needed.
- ♦ Provides recommendations regarding purchasing and other related procedures to appropriate management staff.
- ♦ Serves as Mayor's representative to Design Selection Committee.
- ♦ Performs all other duties as requested by supervisor.

### **Qualifications:**

- ♦ Bachelors Degree in business or related field plus 2 - 5 years experience in public purchasing environment (7-10 years experience may be substituted for degree requirement)
- ♦ Knowledge of general accounting/budgeting procedures
- ♦ Working knowledge of purchasing regulations and laws
- ♦ One year minimum supervisory experience
- ♦ Strong communication and organizational skills required
- ♦ Certification in the Mass. Certified Public Purchasing Officials Purchasing Officials Program preferred. Willingness to attain this certification required.
- ♦ Familiarity with City of Gloucester purchasing ordinances

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** General Counsel/City Solicitor

**Department:** Legal Office

**Supervisor:** Mayor

**Supervision**

**Exercised:** Assistant General Counsel and Legal Secretary

**Grade:** M9 (\$66,523.14 - \$86,045.48)

**Civil Service:** Exempt

**Union:** Exempt

**Responsibilities:** Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

### **Duties:**

- ♦ Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- ♦ Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- ♦ Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- ♦ Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- ♦ Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- ♦ When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.

- ♦ Manages all municipal legal affairs and in performing those duties, may refer particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.
- ♦ Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
- ♦ Supervises Assistant General Counsel and Legal Secretary.

**Qualifications:**

- ♦ Bachelor's and J.D. Degrees required.
- ♦ Must be admitted to the bar in Mass. for at least five years.
- ♦ Must be admitted to the United States District Court for Mass.
- ♦ Must have substantial professional experience in at least three of the following:
  - Civil trial practice
  - Appellate practice
  - Administrative law
  - Environmental law
  - Zoning and land use law
  - Public sector labor law
  - Workers' compensation
  - Public contract law
  - Public construction law
  - Drafting legislation and regulations
  - Municipal practice

*revised 02/20/03*

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Chief Financial Officer

**Supervisor:** Mayor

**Grade:** M9 (\$66,523.14- \$ 86,045.48)

**Position Status:** A permanent full-time position subject to annual re-appointment by the Mayor, as confirmed by City Council.

**Civil Service:** Exempt

**Bargaining Unit:** Exempt

### **Supervision**

**Exercised:** Manages 4 subordinate supervisors and trains as necessary all staff (approximately 11-12) in the following offices: Treasurer/Collector, Assessors, Purchasing and Payroll. Responsible for the overall direction, coordination, and evaluation of these units.

**Responsibilities:** The Chief Financial Officer shall serve as the Finance Director for the City of Gloucester. Directs the City's financial planning and management practices as well as its relationship with lending institutions, financial advisors, bond counsel and others associated with the financial community by performing the following duties personally or through delegation to subordinate managers.

### **Duties:**

- ♦ Directs the functions of a municipal treasurer, as stipulated in Massachusetts General Laws. Serves as custodian of funds, securities, and assets of the organization including collecting and accounting for all taxes and revenues; overseeing the disposition of City-owned real property, including the auctioning of foreclosed properties; and evaluating insurance coverage for the City.
- ♦ Responsible for all activities associated with the City's debt service including maintaining on-going relationships with bond counsel and financial advisor, submitting loan orders following MGL parameters; purchasing of short- and long-term instruments; and generating cash flow projections for funded projects in conjunction with the Engineering Department.
- ♦ Prepares and analyzes revenue and debt service projections for City's annual budget.
- ♦ Serves as Finance Team Leader integrating the annual activities of the following departments: Auditing, Assessors, MIS, Purchasing, School Business Office, Personnel (regarding financial implications of employee insurances). Holds monthly finance team meetings.

- ♦ Oversees the development and implementation of an integrated Financial Management Information System for all City departments.
- ♦ Coordinates with the City Auditor in providing and directing procedures and systems necessary to maintain proper records and adequate accounting controls and services.
- ♦ Provides financial oversight to all City departments concerning revenue collection systems including Water, Sewer, City Clerk, Parking Clerk, Building Inspector, Community Development, etc.
- ♦ Provides financial oversight and necessary controls to City payroll system and all insurances.
- ♦ Appraises the City's financial position and issues periodic financial and operating reports.
- ♦ Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- ♦ Directs and analyzes studies of general economic, business, and financial conditions and their impact on the City's policies and operations.
- ♦ Assists as needed with collective bargaining processes. Advises Mayor on financial forecasts and impact of other items of collective bargaining, particularly as related to protective services and schools.
- ♦ Communicates effectively with City officials, administrative staff, residents, vendors, banks, and other potential sources of funds as necessary. Coordinates all City bond rating presentations regarding financial analysis, historical trends and future projections.
- ♦ Enforces Mass. General Laws and other statutory regulations and City ordinances as deemed necessary to fulfill responsibilities of Treasurer, Collector, and Parking Clerk Office.

**Qualifications:**

- ♦ Master's Degree (MA) or equivalent in relevant business, administration, accounting, or finance field.
- ♦ A minimum of six to ten years related experience demonstrating full knowledge of municipal finance, including debt service management, investments, and receipts.
- ♦ Excellent communication skills with demonstrated expertise in public presentations and written reports.
- ♦ Demonstrated knowledge of governmental accounting principles and procedures, and MIS.
- ♦ A minimum of five years supervisory experience demonstrating skills in delegation, motivation, and team building.
- ♦ Demonstrated skills in advanced problem solving working with abstract and concrete variables.
- ♦ Working knowledge of all laws and regulations related to accounting of public revenues.



# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Personnel Director

**Supervisor:** Administrative Assistant to the Mayor

**Grade:** M8 (\$58,353.30-\$75,478.74)

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to Personnel Assistant and Worker's Compensation/Benefits Agent. Provides working guidance to two staff in Payroll Office regarding Human Resource reporting requirements and union contractual payments.

### **Responsibilities:**

Responsible for maximizing employee development and promoting the efficient and cost-effective management of City services; develops and maintains a variety of employee support programs to achieve this objective. Major areas of operation include employment, training, benefits administration, labor relations and record-keeping/reporting. Work is highly complex, requiring significant judgment, independent decision-making and initiative.

### **Duties:**

- ♦ Administers the City's comprehensive Personnel Ordinance, including the attendant classification and compensation plans for municipal employees. Submits all recommendations for changes to the Mayor and City Council for approval.
- ♦ Formulates issues, amends or revokes subject to the Mayor's approval, policies and administrative regulations for the purpose of giving effect to the provisions of City ordinances and relevant State and Federal regulations governing personnel management.
- ♦ Negotiates and administers collective bargaining agreements with municipal unions. Prepares collective bargaining agendas for the approval of the Mayor and Administrative Assistant to the Mayor; serves as Hearing Officer at grievance meetings, Civil Service hearings or other hearings as designated by the Mayor.
- ♦ Advises and assists the Administrative Assistant to the Mayor, Department Heads and elected and supervisory officials regarding personnel matters, including the enforcement of collective bargaining agreements, State and Federal laws and personnel policies and procedures.

- ♦ Develops and coordinates written guidelines or policies for uniform personnel practices and procedures for City departments.
- ♦ Develops and administers a merit-based recruitment and placement program for municipal employees. Administers employee orientation program.
- ♦ Plans, develops and conducts training programs; promotes staff professional development.
- ♦ Studies classification, assignment and utilization of City personnel and prepares recommendations for approval of Mayor, elected officials and Department Heads.
- ♦ Acts as administrative liaison for City and School Departments regarding Civil Service registration and information. Serves as local Labor Service administrator and enforces Civil Service regulations.
- ♦ Develops and maintains a personnel record system incorporating vital statistics and other pertinent data. Coordinates automated human resources information system (HRIS) with payroll database; prepares all required reports, i.e. EEO-4, census, etc. as required.
- ♦ Develops, establishes and coordinates a municipal employee safety program for the City.
- ♦ Administers all employee and retiree benefit programs, including Workers' Compensation, Unemployment Insurance, Health Insurance, Life Insurance, Deferred Compensation, Section 125 and payroll deduction options, i.e. fitness benefits, United Way contributions, etc. Assists the School Department as needed in standard administrative procedures, benefits communications.
- ♦ Develops, establishes and coordinates an affirmative action and equal employment program for the City.

#### **Qualifications:**

- ♦ Bachelor's Degree in related field plus five years increasingly responsible experience in human resources management. Prior experience in municipal environment preferred.
- ♦ Advanced training in human resource management preferred. Experience must include a minimum of two years in benefits administration, two years supervisory experience and two years experience in labor/contract negotiations.
- ♦ Excellent organizational and communication skills, both oral and written.
- ♦ Demonstrated skills in negotiations/conflict resolution.
- ♦ Proven skills in budget management.

*revised 2/02*

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Inspector of Buildings

**Supervisor:** Administrative Assistant to the Mayor

**Grade:** M7 (\$52,570.59-\$67,997.91)

**Civil Service:** Provisional

**Union:** Exempt

**Responsibilities:** Performs highly responsible professional work to ensure public safety through the inspection of buildings within the City. As Department Head, administers and supervises all staff in the daily operation of the Inspectional Services Department, assumes responsibility for service delivery, and accomplishes set goals and objectives.

### **Duties:**

- ♦ Administers and enforces the State Building Code, City Zoning Ordinance, Chapter 40A State Zoning, as well as Chapter 22 - Section 13A and the rules and regulations made under the authority thereof.
- ♦ Inspects buildings in the process of construction, alteration or repair to insure compliance with building and zoning code requirements and for the application of safe construction practices.
- ♦ Reviews plans and specifications for building construction and remodeling work.
- ♦ Issues permits for approved applications.
- ♦ Makes reports and keeps records regarding inspections.
- ♦ Reviews subdivision and individual plans, as required, for compliance with zoning regulations.
- ♦ Performs field surveys and assists in interpreting codes and regulations.
- ♦ Inspects places of assembly and other designated occupancies for compliance with codes and regulations.
- ♦ Investigates building and zoning complaints and assists in the preparation of applications for variances, special permits and division of land.
- ♦ Assists the Zoning Board of Appeals with procedures and maintains the Board's budget.
- ♦ Supervises all personnel within the department; assumes fiscal responsibility for the department, including staffing utilization and budgeting.

### **Qualifications:**

- ♦ Minimum five(5) years experience in the supervision of building construction or design or, alternatively, a four year undergraduate degree in a field related to building construction or design.
- ♦ Must have or be able to obtain certification by the State Board of Building Regulations and Standards within 1 and one half years of employment.
- ♦ General knowledge of the quality and strength of building materials.
- ♦ Knowledge of the accepted requirement for building construction, fire prevention, light, ventilation, safe exits and the requirements of Chapter 22 - Sec. 13A.

- ♦ Considerable knowledge of all major types of building construction, materials, methods, and stages of construction where possible violations and defects may be easily observed and corrected.
- ♦ Considerable knowledge of the laws and regulations relating to building and zoning.
- ♦ Ability to read and interpret plans, specifications and blueprints and the ability to compare them with construction in progress.
- ♦ Ability to detect poor workmanship, inferior materials, and/or potential hazards.
- ♦ Ability to establish and maintain effective working relationship with building owners, contractors, other City employees and the public.
- ♦ Ability to supervise and provide working guidance to staff.

*Revised 1/27/06*

<b>Title:</b>	Harbormaster	
<b>Department:</b>	Waterways	
<b>Supervisor:</b>	Administrative Assistant to the Mayor for administrative purposes Waterways Board for operations & policy	
<b>Grade:</b>	M7 (\$52,570.59-\$67,997.91)	
<b>Civil Service:</b>	Exempt	<b>Union:</b> Exempt
<b>Supervision Exercised:</b>	Supervises several Assistant Harbormasters, one full-time Clerk, project contractors and consultants	
<b>Responsibilities:</b>	Manages the City's waterways and related public facilities under authority set forth in M.G.L. Chap 102. Works cooperatively with both the boating public (Commercial/Recreational) and waterfront property owners in accordance with all City Ordinances, State and Federal laws.	
<b>Duties:</b>	<ul style="list-style-type: none"> <li>♦ Enforces all applicable Federal &amp; State laws and regulations, Gloucester Code of Ordinances, as well as policies, rules and regulations of the Gloucester Waterways Board.</li> <li>♦ Promotes safety on the water and responds to marine emergencies.</li> <li>♦ Manages office, records, budget, boats and staff of the Waterways Department.</li> <li>♦ Enforces all waterways laws, policies, rules, regulations and ordinances within a Harbormaster's authority as set forth by Federal, State &amp; Local government, including MGL Chapter 90B, Sec. 1-19; Chapter 40, Sec. 21D; Chap 102, Sec. 17-28; and Gloucester Code Chap. 10 &amp; Sec. 1-15.</li> <li>♦ Patrols all City waterways during the year with more intense patrolling from May 1 to November 1. Provides continuous radio watch during patrol hours.</li> <li>♦ In conjunction with the Fire and Police departments, US Coast Guard and other agencies, pre-plans the City's response to significant marine events &amp; emergencies, including but not limited to Fiesta, Schooner Festival, coastal storms, oil spills, waterfront fires, and mass casualty incidents.</li> <li>♦ Responds to all marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.</li> </ul>	

- ♦ Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- ♦ Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- ♦ Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- ♦ Assigns and oversees all moorings in the City's waterways.
- ♦ Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- ♦ Attends all Waterways Board & Committee meetings.
- ♦ Provides staff support, technical advice & assistance.
- ♦ Provides proper training to Assistant Harbormasters.
- ♦ Prepares reports and documents as necessary.
- ♦ Represents the Board as needed and informs Board of Waterways activities.
- ♦ Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- ♦ Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- ♦ Operates and oversees the maintenance of public launch ramps, landings, marinas, moorings and other waterways facilities owned by the City.
- ♦ Manages and safeguards the collection of rents and user fees.
- ♦ Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- ♦ Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- ♦ Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities, welcoming visiting boaters and providing them with technical assistance and advice.
- ♦ Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

#### **Qualifications:**

- ♦ High School graduate with a minimum of two years advanced technical training in a relevant field; college degree preferred.
- ♦ A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, dewatering vessels, rules of the road, port operations and Command of Situational Awareness.
- ♦ Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Differential Global Positioning System (DGPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland.
- ♦ Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.
- ♦ Working knowledge of personal computer preferred.

- ♦ Demonstrated ability to effectively communicate (oral and written) with the boating public, elected officials, boards and other waterways agencies.
- ♦ Qualified First Responder for emergency medical care.
- ♦ Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- ♦ Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
- ♦ Working knowledge of basic operational techniques and preventive maintenance of outboard engines.

*revised 02/20/03*

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** Assessor

**Department:** Assessors' Office

**Supervisor:** Principal Assessor

**Grade:** M6 (\$48,676.16-\$62,960.94)

**Civil Service:** Exempt                      **Union:** GMAA

**Supervision Exercised:** In absence of Principal Assessor, may supervise Assistant Assessor, clerks and other employees as needed.

**Responsibilities:** Responsible for numerous administrative, supervisory and professional appraising, assessing, and real valuation functions.

**Duties:**

- ♦ Assesses real property values with the assistance of other members of the Board of Assessors and periodically revises. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property, as necessary and appropriate in order to maintain uniform and, full market value on all property.
- ♦ Establishes taxable values for new, remodeled, or enlarged residential, commercial and industrial buildings according to market data, replacement cost, and/or capitalization of the income approach (whichever is applicable).
- ♦ Examines deeds, maps, building plans and permits, personal records and other data to maintain valuation data and to locate all taxable property.
- ♦ Responsible for inspecting the location of new businesses to determine the values of taxable personal property, such as inventory, machinery, and office machinery and equipment.
- ♦ Assists with compiling, analyzing, and the preparation of information for the annual tax classification meeting with the Board of Assessors and City Council.
- ♦ Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Registry of Deeds, Planning Board, Building Inspector, Board of Appeals, and other boards/officials whose actions may reflect a change in value and/or ownership and update assessments and the City's maps as indicated.
- ♦ Investigates requests for abatements and exemptions of property tax. In conjunction with other Board members, decides on abatement and exemption applications. Prepares appraisals and testifies at hearings before the Appellate Tax Board, District and Superior Court.
- ♦ Participates in the preparation of tax rate documentation for state certification.
- ♦ Provides information in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and



procedures, the determination of specific valuations, tax abatements, and exemptions.

- ♦ Supervises the commitment of real estate, personal property, motor vehicle and boat excise, and special assessment tax bills to the Treasurer. Responsible for coordinating the printing of all tax bills in conjunction with the Treasurer and MIS Department.
- ♦ Attends professional meetings, training programs, and seminars to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.

#### **Qualifications:**

- ♦ Bachelor's degree in business administration or related field plus five years of general business experience, including or supplemented by training and experience in real estate appraisal
  - or
  - high school graduation supplemented by courses in real estate appraisal plus eight years of general business experience, at least two of which involve real estate appraisal;
  - or
  - any equivalent combination of education and experience.
- ♦ In accordance with Department of Revenue regulations (840 CMR), required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment, except as otherwise provided in the statute. A certificate in municipal assessing, with a designation of either Massachusetts Accredited Assessor (MAA), Residential Massachusetts Assessor (RMA), or certified Massachusetts Assessor (CMA) is preferred.
- ♦ Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes.
- ♦ Familiarity with alternative formulas for determining assessment on various types of property.
- ♦ Familiarity with real estate styles, materials, and methods of construction.
- ♦ Working knowledge of computerized appraisal systems.
- ♦ Aptitude for working with numbers and details.
- ♦ Knowledge of mapping procedures.
- ♦ Excellent verbal and written communication skills.
- ♦ Ability to interpret considerable data, refine methods and techniques, and maintain detailed and accurate records of decisions.
- ♦ Ability to represent the City effectively and defend the City's position in a variety of situations requiring knowledge, negotiation skill, diplomacy and tact.
- ♦ Demonstrated administrative skills, including ability to provide effective supervision.